



# CAREER OPPORTUNITY

## UNITED STATES BANKRUPTCY COURT Central District of California

Los Angeles Division  
255 E. Temple Street  
Los Angeles, CA

Santa Ana Division  
411 West Fourth Street  
Santa Ana, CA

Riverside Division  
3420 Twelfth Street  
Riverside, CA

San Fernando Valley  
21041 Burbank Boulevard  
Woodland Hills, CA

Northern Division  
1415 State Street  
Santa Barbara, CA

POSITION	POSITION OVERVIEW
PROJECT SPECIALIST (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	<p>The Project Specialist reports to the Court's NextGen Project Manager and works with the management team to accomplish the strategic goals of the Court. The Project Specialist will provide assistance and support for projects of varying scope which include the Court's conversion to the CM/ECF NextGen Case Management System. The Project Specialist will support the initiation, planning, execution, control, and closure of projects; develop and manage project plans and documentation; provide status reports regarding milestones and deliverables; and recommend opportunities for improvements that will enhance the Court's ability to optimize resources. Specific CM/ECF NextGen responsibilities include: assisting with implementation of action items as recommended by the NextGen Committee; participating in national NextGen working groups and projects; researching NextGen features such as Central Sign-on, Judge Review Packets, and Judge Workspace; developing NextGen training curriculum and materials; and executing an education program for judges, chambers staff, clerk's office staff, attorneys, and staff of court-related agencies. The Project Specialist will also conduct research and analysis and perform special studies with an emphasis on projects related to operational efficiency. The Project Specialist may also be assigned to oversee selected tasks or staff to ensure a project's timely completion and act as an additional resource to administrative, technical, and operations managers as needed.</p>
LOCATION	
DISTRICT-WIDE	
SALARY	
CL 28 \$ 63,402 - \$ 103,076	
OPENING DATE	
MARCH 24, 2016	
CLOSING DATE	
APRIL 4, 2016	
ANNOUNCEMENT	
16-06	

## QUALIFICATIONS

To qualify for the position of Project Specialist, an applicant must possess a minimum of two (2) years of specialized experience and at least one year of experience at the CL 27 level. Specialized experience is progressively responsible administrative, technical, professional experience, and supervisory or managerial experience that provided an opportunity to gain skill in developing and fostering interpersonal work relationships; the ability to exercise mature judgment; and thorough knowledge of the basic concepts, principles, and theories of management; and the ability to understand the managerial processes applicable to the Court. Excellent analytical, written and oral communications skills, and flexibility and adaptability to handle competing work demands are required. Must possess a strong knowledge of court operations and CM/ECF in addition to: excellent leadership, team building, and organizational skills; function well under pressure; and be available to travel to divisional offices and the Administrative Office of the U.S. Courts as needed. Applicant's background should demonstrate the ability to communicate effectively and establish good working relationships with judges, management, staff, and other stakeholders such as lawyers and other legal professionals. Familiarity with judiciary-based software tools, database applications, spreadsheets, report writing tools, presentation software, budget and financial systems, and web-based systems are desired. Previous project management experience is required.

## EDUCATION

Completion of a Bachelor's Degree in business, information systems, public administration, or a related field is highly desirable. Education from an accredited college or university may be substituted for general experience on the basis of one academic year (30 semester or quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

## BENEFITS

The United States Bankruptcy Court offers a generous benefits package to employees which may include:

- 10 Paid Holidays
- Paid Sick Leave
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical Coverage
- Life Insurance Options
- Eligible for Long Term Disability Plan Options
- Long Term Care Plan Options
- Flexible Spending Account Options
- Credit Union Participation

## INFORMATION FOR APPLICANTS

Applications should be submitted to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, by calling the 24 hour job information line at (213) 894-3129, or by visiting our website at [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov). Applications and resumes may be faxed to (213) 894-7498.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129